

**Maine Legislature Office of Fiscal and Program Review
Augusta, Maine
LEGISLATIVE ANALYST**

The Office of Fiscal and Program Review, a nonpartisan staff office of the Maine Legislature, is seeking applicants for a full-time position of Legislative Analyst. An employee in this position must exhibit a high degree of professionalism and work in a highly confidential and nonpartisan manner under the direction of the office director. Evening or weekend work may be required depending on legislative or operational needs.

Responsibilities include providing technical expertise to committees and legislators, analyzing state programs and budgets and legislation for revenue, expenditure and economic impacts; forecasting state revenue; staffing legislative committees and study commissions related to fiscal matters; preparing written reports and summaries for legislative committees and legislators; and drafting legislation.

Desired Minimum Qualifications: Bachelor's degree with 5 years of relevant experience with economic, fiscal, budget, or tax analysis or an advanced degree with at least 3 years of relevant experience. Education or experience in economic modeling, policy or analysis beneficial. The successful candidate will have strong financial or economic analysis skills; excellent oral and written communication skills; strong organizational skills and attention to detail and accuracy; be familiar with legislative and budgeting processes; have ability to work effectively both independently and cooperatively as a team member; and have ability to work long hours under time constraints. Experience working with state or local legislative bodies or governmental agencies is beneficial. Proficiency with Microsoft Excel or similar spreadsheet software required.

Salary and Benefits: Salary range begins at \$52,353.60 annually plus excellent state benefits package, with salary commensurate with experience. Value of State-paid health and dental insurance is \$341.08 biweekly. Value of State's share of retirement is 11.54% of employee's gross pay. EEO Employer.

Application: Applicants should submit a cover letter, resume and supplemental qualifications form for receipt **by close of business on Thursday, November 10, 2011** to: Debra Olken, Human Resources Director, Office of the Executive Director, Maine State Legislature, 115 State House Station, Augusta, ME 04333-0115. Additional information and **the required supplemental qualifications form** are available on the legislative website at http://www.maine.gov/legis/execdir/job_opportunities.htm.